

CASCADE ELEMENTARY SCHOOL



STUDENT/PARENT HANDBOOK 2022-2023

Uploaded 8/30/2022

**Cascade Elementary School
505 S. Highland Dr.**

Kennewick, WA 99337

Main Office: (509)222-5300

Fax: (509) 222-5301

www.cascade.ksd.org

Julie C. Nelson, Principal

James West, Assistant Principal

Office Hours: 8:00 a.m. - 4:00 p.m.

School Hours: 8:40 a.m. - 3:17 p.m.

Cascade Elementary Staff, 2022-2023

Office

Julie C. Nelson-Principal
James West-Assistant Principal
Katy Michel-Counselor
Cyndi Donley-Nurse
Leah Christman-Secretary
Iris Olivares-Attendance Secretary

Kindergarten

Alejandra Calderon
Julie Garberg
Lisa Steinman
Jeanette Gonzalez

First Grade

Shelby Fulton
Kaley Hendricks
Heather Padberg
Alma Marines

Second Grade

Kori Crowther
Angela Barr
Jenny Hernandez
Hannah Pedersen

Third Grade

Kristin Kirk
Teresa Reid
Katie Richardson
CaSandra Mojica

Fourth Grade

Nichole McFarlane
TBD
Kim Rickenbach
McKala Hamby

Fifth Grade

Melissa Andrewjeski
Staci Heath
Tara Metz

Specialists

Katie Ickes-English Language Learners
Danielle Girard-Technology
Lori Lydeen-Music
TBD-Reading Specialist
Sue Swoboda-PE
Lisa Lindberg-Behavior/Academic
Kelly Taton-Library

Special Education

Kristin Passey-Resource Room
Amy Green-Resource Room Paraeducator
Stephanie Howard-Autism Inclusion Teacher
Tammy Backus-Autism Inclusion Paraeducator
Stephanie Loper-Autism Inclusion Paraeducator
Cliff Stephenson-Psychologist
Rachel Hittinger-Speech Pathologist

Support Staff

Cadence Jones
Meghann Stevens
Leah Jensen
Angham Alabod
Grace Friedrich
Anna Landa
Emalyne Swenson

Custodians

Tina Finley

Kitchen Staff

Melissa Hayward
Idalia Hinojosa
Shelli Sickler

At Cascade Elementary School, we:

- ❖ Care about our students, your children, and are committed to helping them reach their full potential as independent learners and responsible citizens through a challenging learning environment.
- ❖ Believe in the value of home support and positive parent/teacher/student communication.
- ❖ Believe students are in school to learn, to develop essential skills, and to grow academically, emotionally, and socially.
- ❖ Will serve as good examples for appropriate behavior and a positive attitude towards self-motivated learning.
- ❖ Believe individual differences are to be respected and are the basis for making decisions regarding instructional planning.
- ❖ Believe in developing and reinforcing a child's positive self-concept, in helping other children to meet and solve problems, to understand others and to make appropriate decisions.



CASCADE

ELEMENTARY SCHOOL

Kennewick School District's Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)

Section 504 & Title IX: Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

****All items are arranged alphabetically for ease in searching.*

Arrival and Dismissal

School hours are Monday, Tuesday, Thursday, and Friday from 8:40 a.m. to 3:17 p.m. and Wednesday from 8:40 a.m. to 2:00 p.m. Our schedule does not permit us to supervise children who arrive early. Paraeducators will be on the playground to supervise students at 8:30 a.m. Please see that your child's departure from home in the mornings will have him/her arrive close to our 8:40 a.m. start time. Please ensure that your child is picked up promptly after school, as again, there is no supervision for students after school.

Students will be dismissed each day following guidelines from parents to the child's teacher in a consistent manner. In the event that the dismissal procedure should need to change from time to time, it is the parent's responsibility to communicate with the teacher either through email, text, a note, or a phone call. If the dismissal procedure needs to change throughout the day, parents may call the front office no later than 2:00 p.m. and a message will be given to the teacher regarding that day's dismissal. Requests made after that time will not be honored.

Attendance

One of Cascade's goals is to help students have a positive educational experience and build a foundation for future success. In order to do this, regular attendance is necessary. As provided in Kennewick School District Regulation 3122, regular and punctual school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. If a student is marked absent and not pre-excused, a phone call will be made the same day after 12:00 p.m. informing parents/guardians of their student(s) absence. The attendance process is intended to make sure that all the people responsible for the student's education--including the student, parent/guardians, and school personnel--are taking appropriate steps to keep the student in school.

Anytime your child is absent or tardy, please call the main number at (509) 222-5300 and leave a message providing your child's name, room number, and reason for the absence.

Tardy

Our school day begins at 8:40 a.m. It is crucial to make sure your child is on time each day, as students arriving after 8:40 a.m. will be marked tardy.

Excused/Pre-Arranged Absences

Students, at times, may appropriately be tardy or absent from class. Please do your best to plan vacations during scheduled breaks throughout the year so that your child does not miss school. Excused absences require parent/guardian permission within 48 hours of missing school. Anticipated and pre-arranged absences for two or more days must be communicated to the attendance office a minimum of 72 hours prior to the absence and may be excused with a written note from a parent/guardian if the absence meets the statewide criteria listed below.

Any absence from school for the majority of hours in an average day will be unexcused unless it meets one of the following statewide definitions of valid excuses for absences and tardiness:

- A. Participation in a District or school approved activity or instructional program;
- B. Illness, health condition, or medical appointment (including, but not limited to, medical counseling, dental, or optometry). Please note that medically-released absences are considered excessive at 5 or more consecutive days or when the absences are reoccurring and a note from the health care provider may be required;
- C. Family emergency, including, but not limited to, a death or illness in the family;
- D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- E. Court, judicial proceeding or serving on a jury;
- F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- H. Absence directly related to the student's homeless status;

- I. Absence resulting from a disciplinary/corrective action. (e.g., short-term, or long-term suspension, emergency expulsion); and
- J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence and does not adversely affect the student's educational process.

Unexcused Absences

Washington state law on school attendance (RCW 28A.225) requires Cascade to closely monitor your student's attendance and communicate concerns should unexcused or excessive excused absences or tardiness occur. An unexcused absence is a truancy and will be handled using the procedures in School Board Policy 3122, and could ultimately be assessed in Juvenile Court. The "Becca Bill" (SB 5439) is Washington State's truancy law and proposed to stop truancy before it becomes a problem.

The following are Kennewick School Districts truancy process for chronic absences:

1. After five or more absence in a month, a notification letter will be mailed to the parent/guardian and an attendance contract may be discussed.
2. After 10 days absent in a school year for any reason, a second notification letter is sent home requiring a conference with parents/guardians. The purpose of the conference is to identify barriers to attendance and provide supports and resources so that they may regularly attend school. At this conference, the parent/guardian will be informed that after 15 absences each absence may be counted as a truancy.
3. After 15 days absent in a school year for any reason, a final letter will be sent home and a Washington State Superior Court Benton-Franklin County Juvenile Truancy counselor will be assigned to assist in addressing the student's absences.
4. After three unexcused absences within any month during the current school year, a conference with the parent or guardian will be scheduled.
5. After 5 unexcused absences in a month or 10 unexcused absences in a school year, the parent/guardian will enter into an agreement that establishes regular school attendance and may be referred to the community truancy board.

Missed Instruction and Homework

Essential instruction is missed if a child is absent even one day. There is no replacement for the direct instruction and support your child receives while in the classroom. Please make requests for missed homework assignments and activities by 9:00 a.m. for the same day afternoon pick-up.

Behavior Expectations

We practice Positive Behavior Supports and Interventions (PBIS) at Cascade. It is an implementation framework for maximizes evidence-based preventions and interventions

practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral supports of all students.

The multi-tiered “continuum” is comprised of carefully selected, evidence-based practices at three different levels of support intensity. Specific practices are matched both to the level of support need, and the local cultural context.

Tier 1: Universal practices are experienced by all students and educators across all settings to establish a predictable, consistent, positive, and safe climate.

Tier 2: Targeted practices are designed for groups of students who need more structure, feedback, instruction, and support than Tier 1 alone.

Tier 3: Indicated practices are more intense and individualized to meet the challenges of students who need more than Tiers 1 and 2 alone.

	Hallway	Playground	Cafeteria	Bathroom	Assembly	Classroom
Be Respectful	<ul style="list-style-type: none"> -Voices quiet -Respect walls -Smile and wave to greet 	<ul style="list-style-type: none"> -Line up quietly and without pushing -Follow the adult’s directions -Keep hands, feet, and objects to self -Use kind words -Be a friend 	<ul style="list-style-type: none"> -Use an inside voice to speak to those near you -Follow the adult’s directions -Use manners, say please and thank you -Be willing to sit near new people 	<ul style="list-style-type: none"> -One person in the stall at a time -Wait your turn -Use an inside voice 	<ul style="list-style-type: none"> -Listen to the speaker -Quiet applause -Sit on your pockets -Be polite 	<ul style="list-style-type: none"> -Use inside voices -Listen and look when others are speaking -Always do your best -Be a good friend
Be Responsible	<ul style="list-style-type: none"> -Give personal space -Follow the leader 	<ul style="list-style-type: none"> -Take care of playground equipment -Keep wood chips on the ground -Play in your area -Show good sportsmanship and follow game rules 	<ul style="list-style-type: none"> -Choose the lunch you signed up to get -Stay sitting at your table -Clean up your mess and check the floor for trash -Finish all your food in the cafeteria 	<ul style="list-style-type: none"> -Put paper towels in the trash can -Flush, wash, and leave 	<ul style="list-style-type: none"> -Follow adult’s directions 	<ul style="list-style-type: none"> -Have materials ready to use -Solve problems -Complete your work -Follow directions -Try hard to learn new things -Ask questions if you don’t understand or need help
Be Safe	<ul style="list-style-type: none"> -Use walking feet -Hands to self -Eyes forward 	<ul style="list-style-type: none"> -Use toys safely -Walk on the blacktop 	<ul style="list-style-type: none"> -Use walking feet -Eat your own lunch 	<ul style="list-style-type: none"> -Keep water in the sink 	<ul style="list-style-type: none"> -Walk in line -Stay in your own space -Hands and feet to self 	<ul style="list-style-type: none"> -Hands and feet to self -Use walking feet

PBIS Annual Summary

Cascade Elementary

How we are implementing PBIS at our school in Tier 1?

The Tiered Fidelity Inventory (our PBIS assessment) indicates that we are implementing Tier 1 with fidelity at 83%. Within the core features, we are above benchmark in implementation (83%) and Evaluation (88%) and at benchmark in teams (75%).

What is our Office Discipline Referral rate?

Our referral rate was below the national average for most of the school year. In the months of February and March, we matched the national average. After we retaught expectations and were consistent with our acknowledgement and consequences systems, there was a decline in the average referrals per day. We finished out the year below the national average for our size and level of school.

How is our attendance?

During the 2020-21 school year, the average student attendance was 63.2% of students were absent less than two days per month.

During the 2021-22 school year, the average student attendance was 78.4% of students were absent less than two days per month.

What is our action plan for the 2022-23 school year?

In reviewing our behavioral and attendance data, we have the following goals:

- *We will expand our Tier 2 interventions and supports.
- *We will broaden the use of our Social-Emotional screener.
- *We will revise our Behavior Flow Chart and Referrals.
- *We will provide more professional development opportunities for staff.

If you are interested in serving as a member of the PBIS Team, please contact Lisa Lindberg at lisa.lindberg@ksd.org or 509-222-5300.

Bicycles

We have a bike rack students can use to secure their bikes while they are in school. Please be sure your child has a working lock to help with this process. For everyone's safety, bicycles are to be walked while on school grounds. Skateboards and skates are not permitted while at school.

Birthday Treats

We are happy to celebrate student's birthdays at Cascade and ask for parent cooperation about providing treats to classmates by following the guidelines below:

- Students may bring edible treats for their classmates as long as all treats are store-bought and not homemade;
- Treats can include individual cupcakes, cookies, or other snacks; may not include cakes, ice cream, or drinks;
- Parents dropping off treats during the day will be asked to leave them in the office for the student to retrieve at an appropriate time; parents will not be allowed to deliver treats to the classroom during the day or celebrate individuals with a "party" during the day;
- Teachers will decide on the most appropriate time in the school day for students to pass out treats to their classmates;
-

Breakfast/Lunch Information

Cascade receives additional federal support through the Community Eligibility Privilege (CEP) program. This means all students, regardless of income level, are eligible to receive free breakfast and lunch each day. Breakfast will be in the classroom after the regular school day begins.

Bully Prevention

Cascade Elementary is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons, which is free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any written message or image, verbal, or physical act, including to but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical, sensory disability, or other distinguishing characteristics., when the act is intended to result in any of the following:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;

- Has the effect of substantially disrupting the orderly operation of the school.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidation, threatening, humiliating, or tormenting another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory electronic mail (e-mail) messages, instant messages, text messages, digital pictures or images, or website postings (including social media) which has the effect of:

- Physically, emotionally, or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional, or mental harm;
- Placing a student in reasonable fear of damages to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Bus Services

In general, bus service is provided to those living one mile or farther from Cascade. Please do not stop or park in bus zones or obstruct the movement of the buses through the parking lot. The bus rules are as follows:

- Always stay seated in your assigned seat.
- Keep aisles clear.
- Keep arms, head, and feet safely inside.
- Talk softly to your neighbor.
- Be courteous to everyone on the bus.

Consequences may include but are not limited to student conference, parent conference, parent notification, and loss of privileges.

Cell Phones

Students at Cascade are allowed to carry cell phones with them to school. During the school day, phones will be turned off and left in student's backpacks unless otherwise communicated to the students by a staff member or teacher. Cell phones have the potential to be a disruption to learning and the inappropriate use of phones during the school day may result in disciplinary action.

Communication with School

When parents, teachers, and students work together toward a common goal, it helps students have a positive experience at Cascade Elementary School. If you have any questions or concerns regarding your student, please contact your child's teacher and teacher will typically respond in 24-48 hours. If after talking to the teacher, you have additional concerns or need more information, please feel free to contact the office and we can determine the next best step.

Computer Usage

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user.

Students are not permitted to use or trespass into the files, folders, logins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences. The Kennewick School District supports and respects each family is right to determine an appropriate level of computer usage and internet access. Parents/guardians may request that their student(s) be restricted from access to school computers and/or the internet.

Custody

In order to protect children from an unauthorized parent pick-up, please provide the school with a current divorce decree or restraining order.

Disruptive Students

A disruptive student is defined as one whose behavior, either physical or verbal, inhibits the learning process. All staff will adhere to the school-wide behavior expectations and will address student disruption with a variety of interventions. Continual disruptive behavior will be dealt with using the Kennewick School District Disruptive Student Policy #3240, which may include suspension or alternative school.

Dress Code

It is the goal of the Kennewick School District to ensure that students are safe, known, and valued and to establish and maintain a quality learning environment for all students and staff. We expect all students to dress in a manner that provides for adequate safety while on campus or at school sponsored events. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future.

Students who are wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress of students who participate in the activity if the principal reasonably believes that the student's dress will interfere with or adversely affect the purpose, direction or effort required for the activity to achieve its goals.

A student's personal dress shall not:

1. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities.
2. Create a health or other hazard to the student's safety or to the safety of others.
3. Create an atmosphere in which a student, staff, or other person's wellbeing is hindered by undue pressure, intimidation, overt gesture, or threat of violence.
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.
5. Prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

To maintain adherence to the student dress policy, students may not wear clothing that reveals the back, midriff, chest, buttocks, or undergarments. Prohibited clothing includes but is not limited to the following:

- Sheer tops
- Mesh tops
- Tops with overly large openings at neck or arms
- Halter-tops
- Tube tops
- Swim tops and bottoms

Clothing or accessories with offensive pictures, symbols, or sayings. These include but are not limited to:

- Demeaning statements
- Violent statements
- Sexual statements

- Racist statements
- Gang affiliated statements and symbols
- Clothing that advertises or promotes tobacco (including electronic delivery devices), alcohol, marijuana, or other drugs
- Jewelry or accessories that could be used to cause harm or injury.

Students are to use good judgement and not wear any clothing that may violate the dress code. .

Policies regarding head coverings such as hats, hoods, etc. Are at the discretion of the individual school building. Students will not be prohibited from wearing head coverings for religious or cultural reasons.

If student's dress is objectionable under these provisions, the principal/designee shall request the student to make appropriate corrections. Staff are expected to communicate dress code violations to students in a discrete manner that maintains student privacy and dignity. Students should report any concerns to the principal/designee. If the student refuses to make the appropriate corrections, the principal/designee shall notify the parent/guardian and request assistance in guiding the student to make the necessary correction. If both the student and parent/guardian refuse, the principal/designee shall take appropriate corrective action. Students may be suspended if circumstances so warrant, and students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal/designee may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

From Boad Policy 3224 R, Student Dress

Friends and Relatives

Periodically, a student will ask to bring a friend or relative to school for the day. We are not able to accommodate such visits. Our first responsibility is to your child and his or her educational program.

Illness

During the winter months, incidents of illness rise. Parents often want to know when to keep students home. The following guidelines are useful to make that decision:

- Fever greater than 101 degrees in the last 24 hours
- Rash associated with a fever
- Vomiting or diarrhea in the last 24 hours
- A severe cough
- Draining rash or sore
- A consistent thick, runny nose

- Ear discharge or other evidence of infection
- Eye discharge or pink eye

A child must be free of fever for 24 hours and/or completed a full 24-hour cycle of antibiotics before returning to school.

If your child is ill, please keep him or her at home and call the school to let us know of the absence. Additionally, please send a note upon your student's return to school.

Immunizations

The state of Washington has laws governing minimum inoculation standards for children in grades K-12. The purpose of the law is to protect every child from disease. Our school nurse will be in contact with you if there are questions about your child's immunization record.

Insurance

You may purchase insurance in the fall through the school at a minimum cost. If you are interested, please contact the office.

Media

Kennewick School District policy allows our students to appear in news stories, including pictures, regarding our school and school related topics. This may include photos on the TV when you enter the building, our school website, and our school Facebook page. We are, at times, asked by the media to participate in these stories at Cascade. **Parents who do not want their child to participate in news stories should notify the school in writing, and we will not include them.** Students will not be interviewed at school for stories not related to school issues.

Medicine

If a child needs to take medication during school hours, the following guidelines will be followed:

1. All medication must be kept in the original labeled bottle. These bottles must be labeled with the student's name, doctor, medication, dosage, and the time of day to be given.
2. The "Parent Request for Giving Medication at School" form **MUST** be completed by the parent of the student taking medication and signed by the doctor.
3. All medications are to be kept in the health room cabinet.
4. All medications must be brought to the school for inventory by the responsible parent or guardian.

5. Students are responsible for coming to the office for their medication at the designated time.
6. Medication not claimed by the parent by the end of the school year will be destroyed, as well as the permission forms.
7. Medications are to be dispensed in the school office only.

Parties

School parties are limited to two per year. The two-party occasions are before the Winter Holiday and Valentine's Day. If you wish to bring treats for your child's class, please check with his or her teacher. If distributing party invitations, please be sure to provide enough for all students in the class or either all boys or all girls. Store bought, peanut-free treats only are allowed.

Pictures

We take pictures two times each year. One is an individual photo and the second is a group photo. Pictures are available for optional purchase.

Records

The school maintains student records (as required by law) necessary for educational guidance and/or welfare of students, as well as for the orderly and efficient operation of schools. All information related to individual students shall be treated in a confidential and professional manner. Student records are property of the school but shall be made available to parents upon request.

Safety Drills

Cascade considers student and staff safety a top priority and as such, our students will participate in safety drills regularly. Drills will address evacuation of the building, lock-down, earthquake, and lock-in procedures.

Safety Patrol

Our school patrol provides crosswalk services in our parking lot and on Highland Drive at Cascade Street. Our patrol provides services for 15 minutes after the end of the school day. Please drive carefully in and around dismissal time.

Special Programs

Cascade offers programs for qualified students in Special Services, District Reading, and Tutor Program. Please contact the school if you would like more information about these programs.

Title I

Cascade receives Title I, Part A funding as a Targeted Assistance School (TAS). Title I, Part A is a federal program designed “To provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close the educational achievement gaps.” As a Targeted Assistance School, we will be providing customized instruction and services to help students meet academic standards and take an active, engaged interest in what they can learn and do.

Weapons

The Board of Directors has a no tolerance policy toward students who are in any way involved with a weapon on school property or at a school activity. When an alleged weapon incident occurs, the suspected student will be removed from contact with other students while a preliminary investigation is conducted. This suspension will be considered for purposes of investigation rather than disciplinary in nature. Within a period of three school days from the commencement of the investigation, the student must be disciplined or returned to regular student status.

Following an investigation, if it is determined that there has been a violation of the district weapons policy, the student shall be deemed an immediate danger and placed on emergency expulsion status and police will be notified. A written notice will then be issued to the student and parent(s) and/or guardians indicating the manner in which a hearing may be requested. A hearing will be held before the superintendent has designated officer of the board.

Wednesday Early Release

Students at Cascade will be released at 2:00 p.m. every Wednesday. This schedule is in conjunction with the District’s elementary schedule and gives teachers, administrators, and staff members the opportunity to meet for professional learning each week.

Visitors

Parents are always welcome to visit their child’s classroom. Please call the office so that we may help arrange a visit. All visitors must sign in at the front office and always wear a visitor’s badge.

Volunteers

Cascade welcomes volunteers! If you would like to help, please notify your child's teacher. Volunteers are needed before and after school, in the classroom, the library, lunch and recess, computer lab, and other areas. Before volunteering, you must also complete the KSD (Kennewick School District) volunteer background check at www.ksd.org. The volunteer background check must be completed every year and is required before any volunteer service can be done at Cascade.

Classroom Visitor Policy

Cascade Elementary

We welcome parents and visitors to Cascade Elementary School at any time. In the interest of keeping Cascade a safe, healthy learning environment for everyone, the following laws, policies, and procedures have been established.

Parents/visitors: When visiting a classroom at Cascade Elementary School, please adhere to the guidelines below, which are written in accordance with the state law which follows:

RCW 28A.605.020 Parents access to classroom or school sponsored activities—Limitation. Every school district board of directors shall, after following established procedure, adopt a policy assuring parents access to their child’s classroom and/or school sponsored activities for purposes of observing class procedure, teaching material, and class conduct: PROVIDED, that such observation shall not disrupt the classroom procedure or learning activity. [1979 ex.s.c 250 & 8. Formerly RCW 28A.58.053]

In addition, as per the attached Kennewick School District Board Policies, 4310, 4311, & R4311, each teacher has the right to receive a 24-hour notice before receiving a visitor.

GUIDELINES: (As per the RCW’s, these are intended to minimize classroom disruption when visitors/parents are present.)

Please ask the teacher where he/she prefers you to be seated.

Follow the classroom rules that the students are expected to follow. (These rules include no talking to others, wandering around the room, etc.)

Please do not dialogue with the teacher(s) about your child while the class is in progress. (The appropriate time for this is a separate, scheduled conference either before or after the visit).

Unless specifically asked to do so by the teacher, please avoid instructing/tutoring your child or others while the class is in progress.

Please keep in mind that reporting to the office before and after a visit is a safety consideration so that we know who is in the building for your child’s protection, as well as that of others.

Each time you visit, you will be given a copy of these guidelines after signing and dating the document.

Visitor Signature: _____ Date: _____

Student Name (please print): _____ Grade: _____

Cascade Elementary School

**505 S. Highland Dr.
Kennewick, WA 99337
Office: (509) 222-5300
Fax: (509) 222-5301
Office Hours: 8:00-4:00**

School Times:

**8:40-3:17 Monday, Tuesday,
Thursday, and Friday
8:40-2:00 Wednesday only**

Lunch/Recess Times

Grade	Lunch	Recess
Kindergarten	11:10-11:30	11:30-11:55
First Grade	11:20-11:40	11:40-12:05
Second Grade	11:30-11:50	11:50-12:15
Third Grade	12:00-12:20	11:35-12:00
Fourth Grade	11:45-12:05	12:05-12:30
Fifth Grade	12:15-12:35	11:50-12:15

Cascade Elementary Technology Acceptable Use Policy



Cascade students have access to technology and computers in the computer lab, library, and individual classrooms. Students are expected to be respectful of devices, classmates and all others who use the technology.

Students will NOT be permitted to:

- Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data of fellow students.
- Change default settings.
- Touch another person's computer without their permission.
- Send, receive, or display offensive, or inappropriate, material.
- Use obscene language.
- Share or use other people's passwords
- Harass, insult, or attack others.
- Trespass in files and/or folders of others.
- Violate copyright laws and/or plagiarize the materials of others.
- Intentionally waste resources.

Failure to comply with these rules may result in disciplinary action to be determined by the teacher and/or principal. Continued misuse of computers may result in the suspension of privileges for part or the entire school year.

Please read and sign the agreement below and return it to your teacher. This signed agreement will be kept on file throughout the school year, and it will need to be signed every year.

COMPUTER USE AGREEMENT

I, _____, acknowledge that I have read and understand the rules listed above, and will adhere to these rules in order to continue to have access to the technology available to me.

Date _____ Student Signature _____

Parent signature _____